

**State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706**

Supplementary Examination Announcement

BUYER ASSISTANT - 05905

Monthly Salary Range: \$2461 - \$3362

General duties: A Buyer Assistant under immediate supervision, assists Buyers in performing purchasing functions as participates in training program on centralized procurement procedures; receives training in the preparation and review of specifications for materials needed by using agencies; learns to prepare and award bids; studies the State Purchasing Act; prepares and maintains procurement records and reports as directed; assists Buyers in the operation of purchasing program for a limited variety of readily available simple commodities with well established specifications.

Minimum training and experience: Completion of four years of high school, plus two years experience in purchasing or in a related area; or equivalent training and experience. Requires typing qualifying at 35 words per minute.

Knowledges tested: Purchasing procedures and terminology; Business math and weights and measures; Reading comprehension and writing skills.

Tests and weights: Automated multiple-choice test 100%; A candidate must also pass a qualifying typing test from copy at a net rate of 35 words per minute.

****NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Length of eligibility period: One year.

Counties in which positions are established: Sangamon.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.:
CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.:
SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435
MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005
ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER